

**List Example: Bilingual Services List of Internal Staff Skills  
(Your Internal Working List to Determine Who Needs to be Certified)  
(Not for Release Outside Your Unit)**

<b>EMPLOYEE</b>	<b>UNIT</b>	<b>FLUENCY</b>	<b>PROFICIENCY</b>	<b>LOCATION</b>	<b>PHONE</b>	<b>CERTIFIED</b>
Chu, Dennis	Executive	Chinese/	Average	Chico	XXX-XXXX	NO
Diego, Kathy*	Personnel	Tagalog Cantonese	Strong	Sacramento	XXX-XXXX	NO
Jones, Rene	Legal	Spanish	Minimal	Chico	XXX-XXXX	NO
Juarez, Alicia*	Traffic	Spanish	Strong	Sacramento	XXX-XXXX	NO
Lake, Rena*	Admin.	Russian	Strong	Sacramento	XXX-XXXX	NO
Mitner, George*	Policy	Russian	Average	Sacramento	XXX-XXXX	NO
Nguyen, Fred	Executive	Vietnamese	Average	Los Angeles	XXX-XXXX	YES
Ny, Alicia	Personnel	Tagalog	Minimal	Sacramento	XXX-XXXX	NO
Sanchez, Pablo	Civil Rights	Chinese/ Mandarin	Minimal	Los Angeles	XXX-XXXX	NO
Smith, Larry	Legal	Spanish	Strong	Chico	XXX-XXXX	YES

\* Candidates for whom you will want to seek Certification Status.